



BIRMINGHAM

Monday

Sender

The sender's address goes in the top right corner (with the date below). The sender will always sign the letter at the bottom

Recipient

The person receiving the letter, in a formal letter their address will go in the top left.

HOW TO WRITE A:

Formal Letters

You would write a formal letter, when writing to someone official. Make sure you use standard English (avoid Colloquial language) and keep it polite and to the point.

LETTER

Greeting/Sign-off

If you don't know the recipient's name, use "Dear Sir/Madam" and finish "Yours faithfully" ...

... If you do use their name, finish with "Yours sincerely" followed by the sender's name.

Informal Letters - You would send an informal letter to someone, such as a friend or relative. Although these letters may be more colloquial, the layout and grammar are both accurately used.

Recap the features of the letter.

We are going to use the plan that we started on Friday to write our pen pal letter to our friends in Delhi.

Friday 7th January 2021

Planning and discussing ideas for a pen pal letter.



Plan my writing based around the features I know it needs to include.



Who are you writing to?

Why are you writing the letter?

What will you include in your pen pal letter?

What is your school like?

Include questions you may want to ask your pen pal.

Things you like about Birmingham.

How do we begin our letter?

Address

On the right-hand side of your page, write down Hillstone's address.

Started on Monday 17th January 2021

Writing a pen pal letter to our school in Delhi.



Evaluate my writing in terms of vocabulary choices and grammar.



Make sure to leave
a line after the
address for the
date.

34 Hillstone Road
Hillstone Primary
School
Shard End
Birmingham
B34 7PY

17/01/2022

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Hillstone Primary
School
Shard End
Birmingham
B34 7PY

Add who you are
writing the letter to.

17/01/2022

Dear pen pal,

Now that we have our address, date and the recipient written down, what do follow with next.

Introduction of the letter - why are you writing a pen pal letter? They need to know the purpose of the letter.

Model example

My name is Mrs Patel. I am writing this pen pal letter to you to find out more about the capital of your country 'Delhi'. In return, I can tell you plenty about Birmingham - my home city.

Firstly, here's a little bit about me. I am a Year 4 teacher at Hillstone Primary School.

